

1 Title 5. EDUCATION  
2 Division 1. State Department of Education  
3 Chapter 19. Child Care and Development Programs  
4

5  
6 Subchapter 2. General Requirements.

7 Article 1. General Provisions

8 *Amend Section 18023 to read:*

9 **§18023. Compliance Reviews of Contractors.**

10 (a) **Definitions.**

11 (1) "Compliance review" means that a team of California Department of Education staff reviews  
12 a contractor's program at ~~their~~ the program site to determine compliance with applicable laws,  
13 regulations, or contractual provisions.

14 (2) "CCR" means the monitoring and review instrument for child development programs that is  
15 used to determine compliance and is contained within the "Coordinated Compliance Review Guide –  
16 2003-2004", a document that is incorporated by reference.

17 ~~(a)~~ (b) At least once every three (3) years and as resources permit, the ~~State~~ California  
18 Department of Education shall conduct reviews at the contractor's office(s) and operating facility(ies) to  
19 determine the contractor's compliance with applicable laws, regulations, or contractual provisions.

20 (c) The reviews shall be conducted according to the provisions of CCR, as defined in subsection  
21 (a)(2) of this section.

22 (d) The reviews shall be conducted by consultants, analysts, and/or management staff of the  
23 California Department of Education or other State of California representatives.

24 NOTE: Authority cited: Section 8261, Education Code. Reference: Section 8261(a)(2), Education Code.  
25

26 *Add Subchapter 12, Article 2, and Section 18270.5 to read:*

27 **Subchapter 12. Program Quality.**

28 **Article 2. General Program Requirements**

29 **§18270.5. Definitions.**

30 (a) "Agency Self-Evaluation Report" is a form issued by the department in February 2002, that is  
31 incorporated by reference.

32 (b) "Developmental profile" means a record of a child's physical, cognitive, social, and  
33 emotional development that is used to inform teachers and parents about a child's developmental progress  
34 in meeting desired results. In center-based programs, teacher and parent observations shall be included as

1 part of the information used to complete the child’s developmental profile. In family child care home  
2 networks, the observations of agency staff, in consultation with providers, and parents shall be included as  
3 part of the information used to complete the child’s developmental profile.

4 (c) “Desired Results Developmental Profile” is a document issued by the department in  
5 September 2001 to record the information in the developmental profile defined in subsection 18270.5 (b),  
6 that is incorporated by reference.

7 (d) “Desired Results Parent Survey” is a document issued by the department in June 2000, that is  
8 incorporated by reference.

9 (e) “Education program” means the environment, activities, and services provided to the  
10 children.

11 (f) “Environment rating scale” means an instrument that measures program quality by rating the  
12 education program as defined in Section 18273, the staff development program as defined in Section  
13 18274, and parent involvement and education as defined in Section 18275. Environment rating scales  
14 include one or more of the following:

15 (1) “ECERS-R” means the document entitled, *Early Childhood Environment Rating Scale,*  
16 *Revised Edition*, 1998, that is incorporated by reference.

17 (2) “ITERS” means the document entitled, *Infant-Toddler Environment Rating Scale*, 1990, that  
18 is incorporated by reference.

19 (3) “FDCRS” means the document entitled, *Family Day Care Rating Scale*, 1989, that is  
20 incorporated by reference.

21 (4) “SACERS” means the document entitled, *School-Age Care Environment Rating Scale*, 1996,  
22 that is incorporated by reference.

23 (g) “Parent involvement and education” means those activities specifically designed to include  
24 parents in the education of their children, help parents participate in the program, and enhance their  
25 understanding of child development.

26 (h) “Parent survey” means a questionnaire completed by the parent to assess the child care  
27 program or services that the child and family receive. The parent survey asks for information about how  
28 the program helps parents support their child’s learning and development and meets the family’s needs.

29 (i) “Program self-evaluation process” means those activities and procedures used by the  
30 contractor to evaluate its program quality and compliance with applicable laws, regulations, and  
31 contractual provisions.

32 (j) “Staff development program” means those activities that address the needs, interests, and  
33 skills of program staff or service providers to improve program quality.

34 NOTE: Authority cited: Section 8261, Education Code. Reference: Sections 8203 and 8261, Education

Code.

*Amend Sections 18272, 18273, 18274, and 18275 to read:*

**§18272. Developmental Profile.**

(a) "Developmental profile" means a record of a child's physical, cognitive, social, and emotional development that is used to measure, inform teachers and parents about children's developmental progress in meeting desired results. ~~Teacher~~ In center-based programs, teacher and parent observations shall be included as part of the information used to complete the child's developmental profile. In family child care home networks, the observations of agency staff, in consultation with providers, and parents shall be included as part of the information used to complete the child's developmental profile.

~~(a)(b)~~ The contractor shall complete a developmental profile prescribed by the Department the age-appropriate Desired Results Developmental Profile, as defined in subsection 18270.5(c) of this Chapter, for each child who is enrolled in the program for at least 10 hours a per week.

~~(b)(c)~~ The Desired Results Developmental Profile required in subsection (a) shall be completed The contractor shall complete a developmental profile of for each child within 60 calendar days of upon enrollment and at least at the following intervals thereafter:

- (1) Infants once every three (3) months;
- (2) Toddlers once every ~~six (6)~~ four (4) months;
- (3) Preschoolers once every ~~twelve~~ six (6) months;
- (4) School-age children once every six (6) months.

~~(c)~~ Contractors serving school-age children need not conduct a developmental profile but shall identify each child's needs, skills and interests upon enrollment and annually thereafter;

~~(d)(c)~~ The ~~C~~contractor shall use the developmental profiles to plan and conduct age and developmentally appropriate activities.

~~(e)(d)~~ If a child has a disability, and/or has an Individualized Education Program, the developmental profile will be completed with any necessary accommodations and adaptations. Notwithstanding subsection ~~(b)~~ (a), a developmental profile is required for a child with an Individualized Education Program even if that child is enrolled for less than 10 hours per week.

NOTE: Authority cited: Section 8261, Education Code. Reference: Section 8203, Education Code.

**§18273. Education Program.**

~~(a)~~ Each contractor shall include in its program an educational program component that is developmentally, culturally and linguistically appropriate for the children served.

~~(b)~~ The educational program component shall provide activities which will facilitate a child's

physical, cognitive, social and emotional development.

(a) "Education program" means that staff prepares and plans for the environment, activities, and services provided to the children served.

(b) The standards for the child development and education program component shall include, but are not limited, to, the following:

(1)(a) The program approach is developmentally, linguistically, and culturally appropriate.

(2)(b) The program is inclusive of children with special needs.

(3)(c) The program encourages respect for the feelings and rights of others.

(4)(d) The program supports children's social and emotional development by:

(A)(1) Building trust;

(B)(2) Planning routines and transitions so they can occur in a timely, predictable, and unhurried manner; and

(C)(3) Helping children develop emotional security and facility in social relationships.

(5)(e) The program provides for the development of each child's cognitive and language skills by:

(A)(1) Using various strategies, including experimentation, inquiry, observation, play, and exploration;

(B)(2) Ensuring opportunities for creative self-expression through activities such as art, music, movement, and dialogue;

(C)(3) Promoting interaction and language use among children and between children and adults; and

(D)(4) Supporting emerging literacy and numeracy development.

(6)(f) The program promotes each child's physical development by providing sufficient time, indoor and outdoor space, equipment, materials, and guidelines for active play and movement.

(7)(g) The program promotes and maintains practices that are healthy and safe.

(e) School Age Community Child Care programs may restrict their educational program component to recreational activities which shall be developmentally, culturally and linguistically appropriate.

NOTE: Authority cited: Section 8261, Education Code. Reference: Section 8203, Education Code.

#### **§18274. Staff Development Program.**

(a) "Staff development program" means those activities that address the needs, interests, and skills of program staff or service providers to improve program quality.

(b) Each contractor shall develop and implement a staff development program which that includes the following:

(a)(1)(a) Identification of training needs of staff or service providers;

(b)(2)(b) Written job descriptions;

1 ~~(e)(3)(c)~~ An orientation plan for new employees;

2 ~~(d)(4)(d)~~ An annual written performance evaluation procedure unless a different frequency of  
3 performance evaluation is specified in a contractor's collective bargaining agreement with their  
4 employees;

5 ~~(e)(5)(e)~~ Staff development opportunities ~~which that~~ include topics related to the functions specified  
6 in each employee's job descriptions and those training needs identified by the contractor pursuant to in  
7 subsection (a)(1)(a) above of this section.

8 ~~(f)(6)(f)~~ An internal communication system that provides each staff member with the information  
9 necessary to carry out his or her assigned duties.

10 NOTE: Authority cited: Section 8261, Education Code. Reference: Sections 8203, 8208, 8244, ~~and~~ 8261,  
11 and 8360.1, Education Code.

12 **§18275. Parent Involvement and Education.**

13 ~~(a) "Parent involvement and education" means those activities specifically designed to include~~  
14 ~~parents in the education of their children, help parents participate in the program, and enhance their~~  
15 ~~understanding of child development.~~

16 ~~(b)(a)~~ Each contractor shall include in its program a parent involvement and education component.

17 ~~(e)(b)~~ The parent involvement and education component shall include the following:

18 ~~(a)(1)~~ An orientation for parents that includes topics such as program philosophy, program goals and  
19 objectives, program activities, eligibility criteria and priorities for enrollment, fee requirements, and due  
20 process procedures ~~and program activities~~;

21 ~~(b)(2)~~ At least two (2) individual ~~parent/teacher~~ conferences with the parent(s) per year; For  
22 school age programs, such conferences may be informal;

23 ~~(e)(3)~~ Parent meetings with program staff;

24 ~~(d)(4)~~ An open door policy ~~which that~~ encourages parents to participate in the daily activities  
25 whenever possible; and

26 ~~(e)(5)~~ A parent Advisory Committee ~~which that~~ advises the contractor on issues related to services to  
27 families and children.

28 ~~(6)(c)~~ Sharing information between staff and parents concerning their child's progress.

29 NOTE: Authority cited: Section 8261, Education Code. Reference: Sections 8203 and 8261, Education  
30 Code.

31  
32 *Amend Section 18279 to read:*

33 **§18279. Program Self-Evaluation Process.**

34 ~~(a) "Program self evaluation process" means those activities and procedures used by the contractor to~~

1 ~~evaluate its program quality and compliance with applicable laws and contractual provisions.~~

2 ~~(a)(b)(a)~~ Each contractor shall develop and implement an annual ~~evaluation plan that determines if~~  
3 ~~the program goals and objectives are being met for its program self-evaluation process.~~

4 ~~(b)~~ The evaluation shall include a self-assessment by the contractor in accordance with instructions  
5 specified by the Child Development Division.

6 ~~(c)~~ The evaluation plan shall include assessment of the program by parents.

7 ~~(c)(b)~~ The annual plan shall include the following:

8 (1) A self-evaluation based on the use of ~~a compliance review document prescribed by the~~  
9 ~~Department~~ the CCR, as defined in subsection 18023(a)(2) of this Chapter.

10 (2) An assessment of the program by parents using ~~a parent survey prescribed by the Department~~ the  
11 ~~Desired Results Parent Survey~~, as defined in subsection 18270.5(d) of this Chapter.

12 ~~(4)(3)~~ ~~Written documentation that a~~ An assessment of the program by ~~parents, staff, and board~~  
13 ~~members has been included in the self-evaluation process~~ as evidenced by written documentation.

14 ~~(3)(4)~~ An analysis of the ~~compliance review document~~ CCR self-evaluation findings, including ~~an~~  
15 ~~analysis of the compliance review document~~, the ~~Desired Results D~~developmental ~~P~~profiles, the  
16 environment rating scales, and the ~~Desired Results P~~parent ~~S~~survey, each of which are defined in Section  
17 18270.5 of this Chapter; together with all other self-evaluation findings ~~and plans for any necessary~~  
18 ~~changes.~~

19 (5) A written list of tasks needed to modify the program in order to address all areas that need  
20 improvement, as indicated in the analysis specified in subsection (b)(4).

21 ~~(5)(6)~~ Procedures for the ongoing monitoring of the program to assure that areas of the program that  
22 are satisfactory continue to meet standards, and areas requiring modification pursuant to subsection (b)(5)  
23 are addressed in a timely and effective manner.

24 ~~(d)(c)~~ The contractor shall ~~use the Agency Self-Evaluation Report~~, as defined in subsection  
25 18270.5(a) of this Chapter, to submit a summary of the findings of the ~~program self-assessment~~  
26 ~~evaluation~~ to the ~~Child Development Division~~ ~~California Department of Education~~ by ~~March~~ ~~June~~ 1 of  
27 each year.

28 ~~(e)(d)~~ The contractor shall modify its ~~goals and objectives~~ ~~program~~ to address any areas identified  
29 during the ~~self~~-evaluation as needing improvement.

30 NOTE: Authority cited: Section 8261, Education Code. Reference: Sections 8203 and 8261, Education  
31 Code.

1 *Amend Sections 18280 and 18281 to read:*

2 **§18280. Parent Survey.**

3 ~~(a) "Parent survey" means a questionnaire completed by the parent to assess the child care program or~~  
4 ~~services that the child and family receives. It asks for information about how the program helps parents~~  
5 ~~support their child's learning and development and meets the family's needs.~~

6 ~~(b)(a) The Each contractor shall annually distribute the Desired Results Parent Survey, as defined in~~  
7 ~~subsection 18270.5(d) of this Chapter, to parents; collect the surveys from parents; and analyze the~~  
8 ~~results. use a parent survey prescribed by the Department. and maintain it as part of the family file.~~

9 ~~(c) Annually, the contractor shall distribute this survey to parents and collect and analyze the results.~~

10 ~~(d)(b) The contractor shall use the parent survey results to plan and conduct activities to help parents~~  
11 ~~support their child's learning and development and to meet the family's needs.~~

12 ~~(e)(c) The contractor shall use the results and analysis of the parent survey as part of its annual self-~~  
13 ~~evaluation process.~~

14 NOTE: Authority cited: Section 8261, Education Code. Reference: Section 8203, Education Code.

15 **§18281. Environment Rating Scales.**

16 ~~(a) "Environment rating scale" means an instrument that measures program quality by rating the~~  
17 ~~education program as defined in section 18273, staff development program as defined in section 18274,~~  
18 ~~and parent involvement and education as defined in section 18275.~~

19 ~~(b)(a) Center-based programs and family child care home networks shall use complete an~~  
20 ~~environment rating scales prescribed by the Department as defined in subsection 18270.5(f) of this~~  
21 ~~Chapter, that is appropriate for the type of setting and age of children served, to measure program quality:~~

22 ~~(1) Every three (3) years as part of the program compliance review; and~~

23 ~~(2) Annually as part of the self-evaluation process.~~

24 ~~(e)(b) For each prescribed environment rating scale completed, the contractor shall achieve a~~  
25 ~~minimum average score as specified by the Department of "Good" on each subscale.~~

26 NOTE: Authority cited: Section 8261, Education Code. Reference: Section 8203, Education Code.